

Special Events Permit

Special events permits are required for (1) any planned activity which is conducted in whole or in part on public property or on public right-of-way or easement that involves the use of public property not in its normal and ordinary use, or (2) any activity in public or private property which may have an impact on City services, resources, neighborhoods, business; which would have a direct and significant impact on ordinary traffic congestion or traffic flow to and from the event over public streets or right-of-way near the event; or which would significantly affect the need of city-provided emergency services such as police, fire safety, or medical aid.

THE CITY RESERVES THE RIGHT TO DETERMINE IF AN APPLICATION FOR A SPECIAL PERMIT SHOULD BE GRANTED

****THE CITY MAY IMPOSE DIFFERENT REQUIREMENTS FOR UNIDENTIFIED EVENTS NOT PREVIOUSLY REQUESTED****

Special Events Permit	
Office or Division:	Business Permits and Licensing Office
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	Event organizers, individual client/s
Checklist of Requirements	Where to Secure
Letter request addressed to: HON. MAYOR LAARNI L. CAYATENO CITY MAYOR OF TAGUIG CITY THRU: Maria Theresa S. Veloso Head-Business Permits and Licensing Office	Business Permits and Licensing Office
Barangay Clearance or Receipt	Applicant

Certification from events place (e.g., Certification, Agreement)	Estate manager, lessor, etc.
For bazaars/exports with merchants:	Applicant
List of merchants/booths/concessionaires/vendors at the event with products to be sold or services rendered.	
For Concerts, festivals, or events where liquor is served:	
Notice at every point indicating prohibited items	Applicant
Proof of coordination with BFP, PNP, or other agencies needed for security and/or safety.	
Estimated number of attendees	Applicant
List of names of organizer's staff, bouncers and other personalities involved in the event for security check.	
Fun Runs and other Moving Events (i.e. motorcades, bike, car exhibits):	
Route map	Applicant
TMO Coordination, PNP and/or CDRRMO Coordination	TMO,PNP or CDRRMO
Treasury Amusement Tax (if there is Ticket Selling/Registration Fee)	CTO
For events involving test driving cars: Notarized Quit Claim	Applicant
<p>If applying through a representative:</p> <p>For Sole Proprietor:</p> <p>Letter of Authority or Special Power of Attorney</p> <p>For Corporation and Cooperative:</p> <p>Secretary's Certificate or Board Resolution</p> <p>For One Person Corporation:</p> <p>Written Resolution duly Notarized</p>	Owner or President/Treasurer of establishment / event organizers

For Partnership: Partnership Resolution <i>*Attach photocopies of the Valid ID of both, the person being represented and the authorized representative.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Asses application and determine fees to be charged. 2. Issue Order of Payment	<u>ORDINANCE NO. 45-2023</u>	15 mins	<ul style="list-style-type: none"> Bryan Flores – <i>ADMIN AIDE II</i> Norlita Espiritu- <i>ADMIN ASST III</i>

	3. Endorse to the CTO for billing and payment	Computed based on the specific event, days and months		CTO
	4. Prepare the Special Permit	None	10 mins	<ul style="list-style-type: none"> • Bryan Flores – ADMIN AIDE II • Norlita Espiritu- ADMIN ASST III
	5. Approved by BPLO HEAD			Atty. Maria Theresa S. Veloso – CGDH II
		none	5 mins	
2. Claim the Special Permit	6. Release the Special Permit		2 mins	<ul style="list-style-type: none"> • Bryan Flores – ADMIN AIDE II • Norlita Espiritu- ADMIN ASST III
TOTAL			32 mins	

ORDINANCE NO. 45-2023

Type of Event	Amount
Athletic Events	PHP 3,000.00 PHP 10,000.00/event
Bazaars, pop-ups, street fairs	
a. Organizers	PHP 5,000.00/month
b. Merchants (retail or service)	PHP 400.00/month (retailer) PHP 300.00/month (services)
Concerts, Fan Meets	PHP 3,000.00 PHP 10,000.00/event
Exhibits including car shows	PHP 3,000.00 PHP 10,000.00/event
Film Showing/Advance Screening	PHP 1,000.00/day
Filming and/or photoshoots (commercials, magazine, pre-nuptial)	PHP 1,000.00/day
Fireworks display	PHP 2,000.00/day
Food truck	PHP 5,000.00/month
Mall sale and/or other mall-wide events	PHP 3,000.00/event

Mini carnival	PHP 10,000.00/month
Moving events – runs, walks, rides, parades, processions, motorcades, etc.	PHP 3,000.00 PHP 10,000.00/event
Other gatherings expecting 200 or more participants/attendees	PHP 1,000.00/day

